

# Admissions

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## Leave of Absence and Deferment

Students who wish to take a break from their educational studies for one or more semesters (other than summer semester for most Utah Tech programs) should file a Leave of Absence form.

**Leave of Absence:** For Current students who have attended Utah Tech for one or more semesters and plan to take a break from school, but plan to return to Utah Tech in a future semester.

**Deferment:** First-time freshmen, transfer students, or readmitted students who wish to defer their enrollment in the institution once they have been completely admitted.

- Students who received concurrent enrollment credits as high school students are still considered first time freshmen.

Students may request a Leave of Absence or Deferment for a maximum of seven (7) consecutive semesters (including summers). The Leave of Absence form or the Deferment form must be submitted **by the third week** of the semester in which the Leave of Absence will begin.

Leave of Absence and Deferments may be granted for the following reasons:

- Family responsibilities
- Financial
- Humanitarian service
- Medical
- Military service
- Religious mission

A student may not request a Leave of Absence or Deferment to attend another post-secondary institution, including any university, college, or technical/vocational school.

## Benefits of a Leave of Absence or Deferment

- Students that are granted a Leave of Absence or Deferment, will not be required to apply for readmission as long as s/he registers for classes in the semester of their designated return.
- Academic scholarships can be placed on hold and reactivated for the designated semester of the students' return (Information regarding a Scholarship Deferment can be found in the Scholarship (<http://financialaid.utahtech.edu/scholarships/>) section of this catalog).
  - Out-of state tuition waivers can not be deferred, but students granted such a waiver who defer their admission will receive first priority for such a waiver upon their return, pending eligibility and program restrictions.
- Students can designate someone to act on their behalf while they are away from school (register for classes, work with financial aid, etc.).

## Steps to set up a Leave of Absence or Deferment

- Complete and submit the Leave of Absence form (<https://banner.utahtech.edu/BannerExtensibility/customPage/page/pbp.LeaveOfAbsence/>) online.
- Designate someone to act on your behalf while you are away. Ideally, this should be a parent or guardian. This designation will authorize university officials to share information about your record with this person(s). Without the selection of a delegate, federal privacy laws (FERPA) prevents the university from sharing any information with anyone trying to assist you before your return.
  - Provide your delegate the necessary information to access your student account (permission passphrase, digital ID number, and Utah Tech password if needed).
- Meet with an academic advisor to determine what courses you should take upon return.

## Returning from Leave of Absence or Deferment

- Contact your academic advisor to create an academic plan to review updated or new requirements and facilitate efficient completion program and degree requirements.
- Register for classes for the designated semester of your return to Utah Tech. It is a student's responsibility to register for the semester following the period of the Leave of Absence; the student may designate someone to register for him/her prior to his/her return.
- If you need to change your anticipated return date to Utah Tech, contact the Admissions Office (<https://admissions.utahtech.edu/>). If you exceed the 7 maximum amount of seven semesters, you may need to reapply.
- Contact the Financial Aid and Scholarship Office to verify eligibility for aid. If a student does not register for courses within seven semesters, the student will forfeit any scholarship or tuition waiver rights

- If you learned a foreign language during your deferral period, you may be eligible to earn up to 16 credits by taking an exam and/or course. Contact the Humanities Department for more information.
- Upon returning to Utah Tech, students will have the option to select the original catalog at initial enrollment or the current catalog. The time a student is away, however, still counts toward the seven year (for Bachelor degree programs, four years for Associate degree programs) life of their chosen catalog.
- Students may need to retake the Accuplacer exam for any required Math prerequisites.